



City of Boulder Planning and Development Services Center  
**BUILDING PERMIT APPLICATION**  
For Detached One and Two-Family Buildings,  
Residential Accessory Buildings and Town Homes

OFFICE USE ONLY

Date:

Case No: PMT

By:

**PROJECT INFORMATION**

Project address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_

Subdivision \_\_\_\_\_

Legal description: \_\_\_\_\_

**OWNER INFORMATION**

Property owner: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Fax number: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**APPLICANT (if different from owner)**

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Fax number: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**LICENSED GENERAL CONTRACTOR**

Company name: \_\_\_\_\_

Contractor license/registration # \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Fax number: ( ) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

**\*\* The general contractor is responsible for hiring sub-contractors that are licensed by the city of Boulder.**

**\*\*Homeowners acting as their own contractor and hiring laborers are responsible for all state and federal labor laws.**

**CONTACT INFORMATION**

**For plan review questions.** Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**For inspection questions.** Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

**PROJECT TYPE AND USE DESCRIPTION (Please check all that apply.)**

Primary use: ☐ Detached Dwelling ☐ Duplex ☐ Townhome Is this project for a tax exempt entity? ☐ Yes ☐ No

Accessory use: ☐ Accessory Dwelling Unit ☐ Garage ☐ Carport ☐ Deck/Porch/Shed ☐ Pool/Spa ☐ Fence/Retaining Wall

Project type: ☐ New ☐ Addition ☐ Remodel ☐ Repair ☐ Basement Finish No. Of Stories \_\_\_\_\_

Description of work (i.e. Two-story addition with full finished basement. Basement includes 430 sq. ft. rec. room. First floor includes new 430 sq. ft dining room /kitchen. Third floor 260 sq. ft new master bedroom with m/bath.):


## INFORMATION REQUIRED FOR ALL PROJECTS

Zoning district:	Lot area:
No. of parking spaces provided (existing):	No. of parking spaces upon completion:
No. of existing bathrooms: $\frac{1}{2}$ _____ $\frac{3}{4}$ _____ full _____	No. of bathrooms upon completion: $\frac{1}{2}$ _____ $\frac{3}{4}$ _____ full _____
** No. of bedrooms: Existing _____ Proposed _____	Is this property in a floodplain? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the structure designated as an individual landmark? Yes <input type="checkbox"/> No <input type="checkbox"/> Has this property been part of an approved city of Boulder review? (i.e. PUD, PRD, PD, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please list the project name and case number:	
Will this project create another dwelling unit? Yes <input type="checkbox"/> No <input type="checkbox"/>	
This information is used to calculate permit fees and development excise taxes. Please provide a valuation amount for the following described work. <i>(Building Official may request/accept contractors bid price in lieu of valuation.)</i>	
<input type="checkbox"/> Remodel / Repair / Alterations (Demolition work may require a separate permit.): <input type="checkbox"/> Pool / Spa (Includes filters, pumps, skimmers, electrical/ gas heaters, plumbing) : <input type="checkbox"/> Plumbing: No. of fixtures _____ Irrigation system <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical: <u>Meter set</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Service:</u> <input type="checkbox"/> Overhead <input type="checkbox"/> Sub-grade Panel _____ amps <input type="checkbox"/> Mechanical: <input type="checkbox"/> Furnace <input type="checkbox"/> W/heater <input type="checkbox"/> Boiler <input type="checkbox"/> AC <input type="checkbox"/> Fireplace <input type="checkbox"/> Other _____ <input type="checkbox"/> Fire Sprinklers / Alarm (generally all town homes and most annexation agreements):	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Total Project Valuation \$ _____ (round to nearest dollar amount)	

### ADDITIONAL INFORMATION REQUIRED FOR NEW CONSTRUCTION / ADDITIONS

No. of stories existing:	No. stories upon completion:	** Height from low point: (see below)
***Open space area provided (existing):		***Open space area upon completion:
**Building coverage existing:		**Building coverage upon completion:
**Total floor area of existing buildings:		Total floor area of all buildings upon completion:

Will this project create another dwelling unit? Yes ☐ No ☐

This information is used to calculate permit fees and development excise taxes. Please provide a valuation amount for the following described work.

☐ New Dwelling / Duplex / Addition / Accessory Dwelling Unit / Basement Finish / Studio:

Finished sq. ft. area (Incl. basement finish) \_\_\_\_\_ x 111.44 = \$ \_\_\_\_\_

Unfinished and unheated areas: total sq. ft. area \_\_\_\_\_ x 17 = \$ \_\_\_\_\_

☐ Garage: attached or detached total sq. ft. area \_\_\_\_\_ x 27.95 = \$ \_\_\_\_\_

☐ Carport / Deck / Porch / Shed: total sq. ft. area \_\_\_\_\_ x 19.09 = \$ \_\_\_\_\_

☐ Townhomes: # of Units \_\_\_\_\_ finished sq. ft. area \_\_\_\_\_ x 87.06 = \$ \_\_\_\_\_

**\*\* See Definitions in Section 9-16-1, B.R.C. 1981. \*\*\* See Section 9-9-11, B.R.C. 1981 "Usable Open Space"**

A plan check fee is required at time of application. All applications are valid for a period not to exceed 180 days from the date the application is accepted as complete.

I agree to perform the work described herein, in accordance with the plans and/or specifications submitted and with all provisions of the Building Code, Land Use Code, and Health Regulations of the City of Boulder as enumerated in the Boulder Revised Code, 1981.

Signature of owner or authorized agent for owner

Date \_\_\_\_\_

## BUILDING PERMIT SUBMITTAL CHECKLIST

*Detached One and Two Family Buildings, Residential Accessory Buildings, and Town Homes*

**Applicant must verify below that the permit submittal contains documents listed. Two copies of each document are required except as noted. Incomplete applications may be rejected or denied.**

Applicant Initials	Staff Initials	Item
		Completed Building Permit Application Form
		Site Plan
		Solar Shadow Analysis
		Floor Plans/Demolition Plans (3 Sets)
		Building Elevations
		Roof Plan
		Framing Sections and Building Cross Sections
		Structural Plans
		Details of any Required Rated Assemblies and Penetration Protectives
		Maximum Floor Area Ratio Worksheet (RL-1 Zones Only) (one copy)
		Plumbing Fixture Count Form (one copy)
		Stormwater & Flood Management Plant Investment Fee Calculation Form (one copy)
		Green Points Application (one copy)
		Demonstration of International Energy Code Compliance (one copy)
		Growth Management Allocation (one copy) <i>Apply one week prior to building permit application</i>
		Development Excise Tax Form (one copy)
		Floodplain Development Permit (Designated flood zones only)
		Wetland Development Permit (Designated wetlands and buffers only)
		Copies of Prior Approvals or Variances (If applicable)
		Steep Slope/Geological Constraint Information (Where applicable)
		Other (Please specify)

This checklist outlines the minimum documentation typically necessary to demonstrate compliance with applicable codes and standards including the International Residential Code, Boulder Revised Code, 1981 and city of Boulder Design and Construction Standards. Applicants are required to submit additional information as necessary to clearly demonstrate compliance. **The reverse side of this form provides additional guidance regarding specific elements to be addressed on the referenced submittal documents.**

**Building Permit Application Form:** Be sure to read the entire application carefully, answer all questions, and fill in all required blanks.

**Site plan:** Scaled plan showing north arrow, lot dimensions, lot area, existing and proposed improvements, distances to property lines from existing and proposed structures, distances between all structures, topographical information (contours), building height information (low point within 25' of the tallest side), easements, location of required off-street parking and parking access (includes confirmation of existing curb cuts), landscaping (including the location of existing and proposed trees and shrubs including required street and alley trees), location of water meter, location of existing and proposed utilities, location of existing and proposed impervious areas, location and description of existing and proposed swales, location of sumps or other drainage discharges, and the extent of flood zones and regulated wetland areas on the property.

**Shadow Analysis:** May be included on site plan if it does not obscure the site plan, otherwise include on separate sheet(s). Adjustments for grade must be shown on the solar drawing and must include a table in support of the graphic analysis. For sloped lots, shadow analysis shall use Table 2 actual shadow lengths as shown in the Solar Access Guide.

**Floor Plans:** Scaled plans identifying all interior and exterior dimensions, room sizes and uses, ceiling heights, location and sizes of external openings including windows and doors, hallway and stair widths, location and type of plumbing fixtures as well as existing and proposed rough-ins, location of furnaces and water heaters, location of electrical services, mechanical and plumbing chases. **Demolition plans** must clearly show what building elements are to be removed, including locations of existing plumbing fixtures which are intended to be relocated or removed.

**Building Elevations:** Two dimensional drawings. Perspective or isometric drawings may be provided as supplemental information only.

**Roof Plan:** Including ridges and valleys, roof pitches, and location and size of skylights.

**Framing Sections and Building Cross Sections:** Including size, type, and spacing of framing members and connections, footings and foundations, stair sections showing rise and run, roof and wall sheathing, roof covering material and underlayment, wall siding and underlayment, insulation, foundation drainage, and location of grade.

**Structural Plans:** Including complete roof, framing, engineered and stamped footing and foundation plans and any necessary structural details. Site and soils conditions may require additional engineering.

**Details of any required rated assemblies and penetrations:** Including, but not limited to fire rated wall and/or floor/ceiling assemblies, and sound transmission control (STC) ratings.

**A Completed Maximum Floor Area Ratio Worksheet:** If you are adding floor area to a property in the RL-1 zoning districts.

**Plumbing Fixture Count Form:** If there is a change in the number, type, or location of plumbing fixtures, or if fixtures are to be set on any existing rough-ins.

**Green Points Application:** For all new construction, additions and remodels of more than 500 square feet.

**Demonstration of Compliance with the International Energy Code:** Must submit for any increase of conditioned space, even if no additional floor area is added.

**Growth Management Allocation:** Approved housing allocation certificate. Required for new homes only.

**Development Excise Tax Form:** For new homes only.

**Prior Approvals/Variances:** Any variance approval, any Administrative Review approval, Land Use Review approval, Technical Document Review approval, Landmarks Alteration Certificates, Landmarks Demolition Approval case number, easement vacations, and/or H.O.A. approvals, where appropriate.

**Floodplain/Wetland Permit Application:** For projects located within designated floodplains, wetlands, or wetlands buffers. Separate floodplain and/or wetlands permit applications must be submitted prior to or concurrent with the building permit submittal.

**Steep Slope/Geological Constraint:** Additional geotechnical, structural, and drainage design by a licensed professional engineer must be provided for projects in hillside areas and areas identified as subject to soil instability.